

## **Historic, Archive Document**

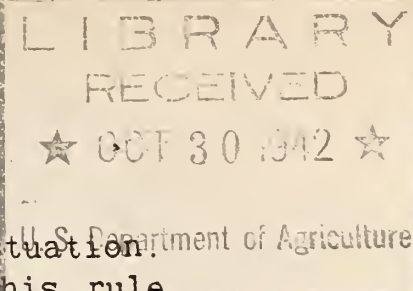
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DO follow copy, especially as to capitalization and punctuation.  
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DO number all folios of text and tables at the top center, but  
DON'T number folios containing illustrations.

DO leave a margin of at least 2 1/2 inches at the top of the first folio.

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DO double-space all manuscript copy except where it is necessary to single-space a few lines to complete a paragraph on the folio.

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DO number footnotes, other than those to tables, consecutively throughout the manuscript. Number footnotes to tables separately for each table. Do not use the asterisk or dagger for footnotes in any Government publication.

DO indent the first line of footnotes, in usual style for paragraphing, but type the first line of legends flush and indent the following lines two spaces.

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DON'T include authors' titles or division on manuscripts intended for outside publication; give only the Department and Bureau.

DO type all center heads in capitals, unless otherwise marked.

1/ Issued by the Editorial Office of the <sup>U.S.</sup> Bureau of Entomology and Plant Quarantine, U S. Department of Agriculture. December 1941.

DON'T capitalize any words except initial word of sentence, proper nouns, and proper adjectives, in text, table of contents, table headings, legends, and side headings.

DO type all titles in literature citations in small letters in manuscripts for Department publication, but capitalize according to the foregoing rule in such titles in manuscripts for outside journals.

DON'T run horizontal rules between lines of figures in the body of a table.

DON'T use ditto marks ("") in tables; either use "do.," which repeats everything in the preceding line of the column, or repeat the words that are the same.

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DO submit a list of illustrations on a separate sheet and place it with the illustrations at the end of the manuscript.

DON'T begin a sentence with a figure; spell out the number.

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DO prepare a cover sheet for manuscripts for Department publication that have more than 96 typewritten folios, and number this folio 1.

DON'T use block style for paragraphs in typing manuscripts. Indent first line of paragraph several spaces.

DO consult a recent copy of the publication for which the paper is intended, when in doubt as to any matter of form or style. The Journal of Agricultural Research, the Journal of Economic Entomology, and some others carry a page of instructions on the inside cover of each issue. For outside journals that seem to have no definite policy as to style, follow the style used for Department publications.

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JAN 2 1943